



## Assistant County Attorney

**Department:** County Attorney

**Class Code:** 7421

**EEO Code:** 22

**FLSA:** E

**Effective:** 01/02/1997

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### **GENERAL STATEMENT OF DUTIES:**

Under administrative direction; performs work of considerable difficulty in providing legal counsel for Chesterfield County; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Attends meetings of County departments and agencies and advises them on legal questions; issues written opinions to County departments; represents the County in all aspects of trial and settlement negotiations, drafts and files pleadings, briefs and legal memoranda; represents the County in a variety of cases such as worker's compensation and unemployment cases, zoning and building code prosecutions, condemnation cases, and bankruptcy; performs legal research and prepares legal memos and opinions for own use and for the County Attorney; researches federal, state and local laws; interprets and renders opinions and advises officials on proper procedures and actions to be taken; decides legal questions in litigation, claims, leases, contracts, land titles and related legal matters; drafts and revises contracts for various services and goods, ordinances and resolutions; reviews contracts, tax refunds, bonds, letters of credit, easements and deeds of dedication for legal sufficiency; reviews proposed legislation before the General Assembly and renders advice on the possible effects of the legislation; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of basic general law, substantive and procedural, civil and criminal; of legal research and the investigation, preparation and presentation of cases for trial; of law as it pertains to local governments. Considerable skill in making legal decisions independently and without direction; in communicating complex ideas effectively, orally and in writing; in negotiating and presenting legal arguments; in interpreting rules, regulations and statutes; in meeting statutory, regulatory and judicial deadlines.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Graduation from accredited school of law and three years of experience as a practicing attorney or any equivalent combination of training and experience. Must be licensed to practice law in the Commonwealth of Virginia.

### **ADDITIONAL REQUIREMENTS:**

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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